



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

November 16, 2000

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-20

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Deposits to the Supplemental Account and Payroll Clearing Fund

LA Revised Statute 49:308 requires that all money received by state agencies be deposited immediately. Consequently, monies received by agencies for deposit to either the Supplemental Account or the Payroll Clearing Fund must be forwarded to OSUP on a daily basis. Daily deadlines for these deposits are 10:00 a.m.

Supplemental Account deposits must include the following:

1. Pay-In Voucher (PIV) - all parts (white, yellow & green) stamped with required endorsement. This is Forms Management form number AO-11.
2. Check(s) stamped with required endorsement.
3. Negative Net Supplemental(s) (Blue UPR/F10) signed by authorized person per current UPR/F1 Task Assignments.
4. Screen prints of appropriate field CYTD & FYTD balances from employee master record confirming that there is enough money in these fields for each negative transaction to clear.

Checks received for overpayments should be for the NET overpayment. Verify all wage calculations and employee/state share percents (retirement, social security, medicare). **NOTE:** If adjustments to retirement cross fiscal years, you must calculate accordingly *and note in the remarks section of the negative net supplemental document*. PIV total, total of all checks and total net of all supplementals **must all equal**. Refer to OSUP Standard Accounting Procedures Manual sections 2.04 & 2.05 and all previous memorandum updating these sections for further processing information. This change in the frequency of deposits updates section 2.05.

Payroll Clearing Fund deposits must include the following:

1. Completed UPR/F49 **(R 08/98)** form,
2. Check(s) stamped "For Deposit Only",
3. Any required backup for OSUP to approve the deposit (contact a member of the User Services or Production Control Unit for specific backup required).

If you have any questions, please contact Angel Vernon at (225) 342-0717.

RSM:ACV:kmb